

# MUSHTABSHIR AZIM

Office Admin




## About Me

A result oriented professional having "Can Do" attitude towards my professional responsibilities with > 8 years of progressive experience in Accounts, Data Entry, Admin and Front Desk in a reputed Manufacturing and Trading Company in U.A.E.


## Expertise Skill

- Good Communication
- Interpersonal skills
- Computer Skill
- Word, Excel
- ERP - Splendid
- Record Keeping
- Hardworking

## Contact Me

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 Industrial area 2, BMW road, Sharjah, UAE

## Education

- 2016-2018  
**MBA (HR)**  
Glocal University,  
Saharanpur, UP, India
- 2009-2012  
**Graduation**  
LNM University, Bihar, India

## Work Experience

- **Administration Accounts Assistant**  
**Jordan Ref Co LLC 2019 - Till Now**
  - Monitoring daily communications and answering any queries.
  - Preparing statutory accounts.
  - Recording and filing cash transactions.
  - Controlling credit and chasing debt.
  - Invoice processing and filing.
  - Bank reconciliation.
  - Liaising with third party providers, clients and suppliers.
  - Updating and maintaining
- **Administrative Assistant**  
**Jordan Ref co LLC 2015 - 2018**
  - Scheduling and coordinating meetings, appointments and travel arrangements for staff or managers
  - Preparing and editing correspondence, reports and presentations
  - Answering phone calls, providing information to callers or connecting callers to the appropriate personnel